

5 October 1981

MEMORANDUM FOR: NIOs/AG

SUBJECT : Meetings

Effective immediately, the weekly meeting schedule is changed as follows:

Tuesdays: A short meeting at 0830 (prior to the DCI's Staff Meeting). Attendance: NIOs or their assistants, plus [redacted] Primary purpose: to prepare C/NIC for the DCI's meeting.

Wednesdays: A full staff meeting at 0900. Attendance: NIOs, Assistants, AG. Primary purpose: NIC internal matters. This meeting will probably not be held every week.

Thursdays: Meeting with NFAC at 0900. Attendance: NIOs or their assistants, NFAC Office Directors and Staff Chiefs. Primary purpose: substance and production.

Fridays: Same as Tuesday, before C/NIC's meeting with DCI and D/NFAC.

[redacted]
Richard Lehman
Vice Chairman
National Intelligence Council